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1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (METs) for readiness reporting and required events for standardized training of Marines and Navy personnel assigned to perform public affairs functions. Additionally, it provides tasking for formal schools preparing personnel for service in Marine Corps Combat Camera community.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) by the Marine Corps Combat Camera community for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training

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requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps Combat Camera community. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.


GEORGE J. FLYNN
By direction

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CHAPTER 1

OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Tank T&R Manual is a unit-based manual comprised of 10 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapters 3 through 8 contain collective events. Chapters 9 and 10 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, etc.). The second up-to four digits represent the functional or duty area (TAC, CMDC, GNNRY, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

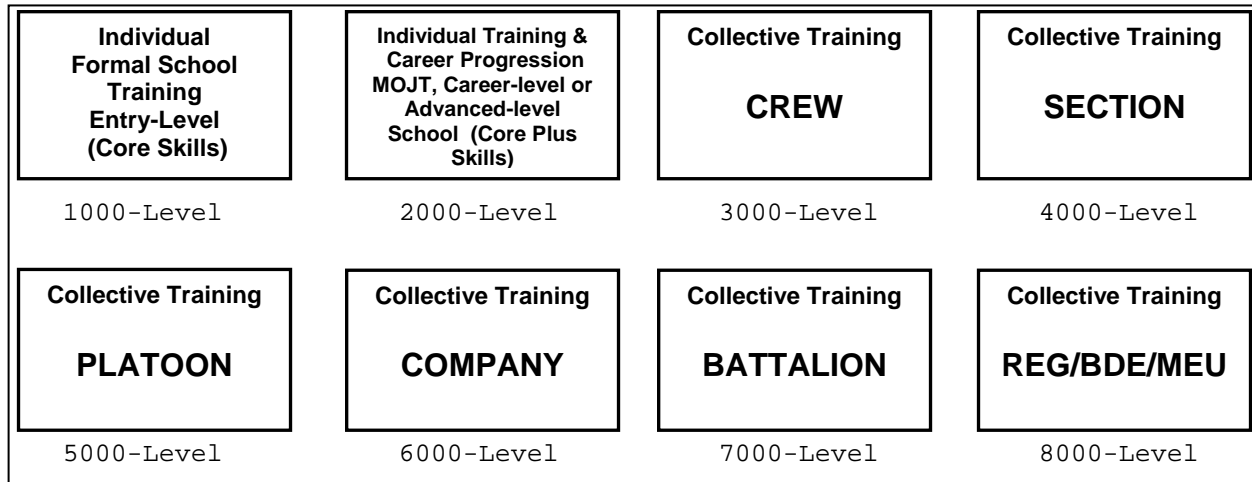


Figure 1: T&R Event Levels

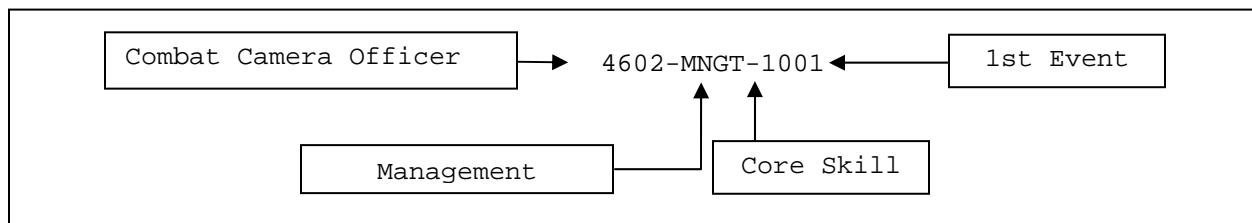


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in an CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METs.

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. COMBAT CAMERA MISSION ESSENTIAL TASKS MATRIX. The Mission Essential Task List (METL) Table includes the designated MET number. The following event codes are the evaluation coded events that support the MET.

MET 1. Conduct Combat Camera Imagery Acquisition Missions	
CCAM-MNGT-3006	Archive Combat Camera products
CCAM-MNGT-3007	Network Combat Camera assets
CCAM-MNGT-3008	Operate Tactical Imagery Production System
CCAM-PLAN-3021	Embark Combat Camera equipment
MET 2. Conduct Motion Media Operations	
CCAM-MNGT-3006	Archive Combat Camera products
CCAM-MNGT-3007	Network Combat Camera assets
CCAM-MNGT-3008	Operate Tactical Imagery Production System
CCAM-PLAN-3021	Embark Combat Camera equipment
MET 3. Conduct Printing and Reproduction Operations	
CCAM-MNGT-3006	Archive Combat Camera products
CCAM-MNGT-3007	Network Combat Camera assets
CCAM-MNGT-3008	Operate Tactical Imagery Production System
CCAM-PLAN-3021	Embark Combat Camera equipment
MET 4. Conduct Multimedia Operations	
CCAM-MNGT-3003	Manage media products
CCAM-MNGT-3006	Archive Combat Camera products
CCAM-MNGT-3007	Network Combat Camera assets
CCAM-MNGT-3008	Operate Tactical Imagery Production System
CCAM-MNGT-3009	Perform quality control measures
CCAM-MULT-3011	Develop multimedia products
CCAM-PLAN-3021	Embark Combat Camera equipment
MET 5. Conduct Combat Camera Operations	
CCAM-MNGT-3001	Maintain Combat Camera equipment
CCAM-MNGT-3002	Secure Combat Camera equipment
CCAM-MNGT-3004	Maintain Job Order Database
CCAM-MNGT-3005	Maintain classified material
CCAM-MNGT-3007	Network Combat Camera assets
CCAM-MNGT-3008	Operate Tactical Imagery Production System
CCAM-MNGT-3009	Perform quality control measures

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CHAPTER 3

COLLECTIVE EVENTS

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CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events. A collective event is an event that an established Combat Camera element would perform. These events are linked to a Service-Level Mission Essential Task (MET). This linkage tailors collective and individual training for the selected MET. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field, "CCAM". The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. The collective training events are only in the 3000 level. Every event has a unique identifier number from 001 to 999.

3002. INDEX OF COLLECTIVE EVENTS BY FUNCTIONAL AREA

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CCAM-MNGT-3002	Secure Combat Camera equipment	3-4
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CCAM-MNGT-3004	Maintain Job Order Database	3-5
CCAM-MNGT-3005	Maintain classified material	3-6
CCAM-MNGT-3006	Archive Combat Camera products	3-7
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3003. COLLECTIVE EVENTS

CCAM-MNGT-3001: Maintain Combat Camera equipment

SUPPORTED MET(S): 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marines will be required to maintain Combat Camera equipment, by performing preventive maintenance and operation function checks to identify faulty equipment.

CONDITION: With the aid of references, given Combat Camera equipment, and preventive maintenance gear.

STANDARD: In component event sequence, to ensure equipment is operable and can perform its intended function, on a monthly basis, and in accordance with the references.

EVENT COMPONENTS:

1. Review operator's manuals.
2. Create/maintain maintenance jackets.
3. Establish unit PM schedule.
4. Repair/replace equipment as required.
5. Coordinate with continued logistical support (CLS) for Commercial Off The Shelf support (COTS).
6. Coordinate with local unit for Government Off The Shelf support (GOTS).
7. Establish a Pubs library.
8. Manage equipment life cycle program.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. DOD 6050.5 Hazardous Material Information System User's Guide
3. MCO P4400.150E Consumer Level Supply
4. MCO P5090.2A Environmental Compliance and Protection Manual
5. MCO P5090.2A Marine Corps Hazardous Waste Program
6. MCO P7100.8K Field Budget Guidance Manual
7. Operator's Manual

CCAM-MNGT-3002: Secure Combat Camera equipment

SUPPORTED MET(S): 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marines will secure Combat Camera equipment that is not in use, in a secured location.

CONDITION: With the aid of references, given SL3 complete combat camera equipment, consumables, and a securable storage location.

STANDARD: In event component sequence, to ensure equipment is stored in a secured location, with full accountability of all GOTS, COTS equipment issued, daily, and in accordance with the references.

EVENT COMPONENTS:

1. Receive equipment and consumables.
2. Complete inventory.
3. Maintain equipment custodial receipt.
4. Ensure equipment and consumables are properly secured when not in use.
5. Reconcile accountability when required.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. DODD 5040.2 Visual Information (VI)
 3. MCO 3104.1 VI and COMCAM Support Manual
 4. MCRP 3-33.7 ComCam Joint Doctrine
 5. MCWP 3-33.7 Combat Camera in the MAGTF
-

CCAM-MNGT-3003: Manage media products

SUPPORTED MET(S): 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marines will manage media products of all types, to ensure they are readily available for use.

CONDITION: With the aid of reference, given media products, and a media server to store data.

STANDARD: In event component sequence, to ensure media files are stored in a logical way, and readily available for use, in accordance with the reference.

EVENT COMPONENTS:

1. Create and label folders by unit, year, and month.
2. Review all media.
3. Input media to server.
4. Back up media.

REFERENCE:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
-

CCAM-MNGT-3004: Maintain Job Order Database

SUPPORTED MET(S): 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will operate and maintain the Job Order database and account for all requests and jobs, to track existing requests, and input new request into the job order database.

CONDITION: With the aid of references, given a job request, production workstation, associated software, job order database and storage device.

STANDARD: In component event sequence, in a timeline established by the commander, ensuring all request are processed and tracked in accordance with the references.

EVENT COMPONENTS:

1. Receive Combat Camera support request.
2. Input request into database.
3. Assign to appropriate section (i.e. Photo, Video, Multimedia, Reproduction).
4. Monitor request progress.
5. Upon completion, close out tasker.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Operator's Manual
-

CCAM-MNGT-3005: Maintain classified material

SUPPORTED MET(S): 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will maintain classified material ensuring there is no unauthorized disclosure. All publications pertaining to the proper handling and chain of custody procedures will be followed ensuring violations are avoided at all cost.

CONDITION: With the aid of references, given classified material(s), a government approved storage container, and having produced or received classified material.

STANDARD: In event component sequence, to ensure classified material is not compromised, and is 100% accounted for, in accordance with the references.

EVENT COMPONENTS:

1. Verify class of materials.
2. Coordinate handling, producing, storage, and destruction of materials with Classified Materials Control Center (CMCC) security manager.
3. Determine and follow chain of custody procedures for handling sensitive or classified materials.
4. Maintain required records.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. DODD 5230.9 Clearance of DoD Information for Public Release
3. DODD 5400.7 Freedom of Information Act (FOIA) Program
4. MCO 5230.18 Clearance of Department of Defense Information for Public Release
5. MCO 5510.17 POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC TREATY

- ORGANIZATION (NATO) MATERIAL
6. MCO 5510.9 Security of Information for Public Release
 7. OPNAVINST 5510.1 Department of the Navy Information and Personnel Security Program Regulation
 8. SECNAVINST 5510.30_ Dept of Navy Personnel Security Program
-

CCAM-MNGT-3006: Archive Combat Camera products

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will archive and maintain Combat Camera products future use and dissemination.

CONDITION: With the aid of references, given Combat Camera products, necessary production workstation, associated software, and a storage device.

STANDARD: In event component sequence, to ensure Combat Camera products are easily maintainable, accessible, and searchable, within one week of developing a product, in accordance with the references.

EVENT COMPONENTS:

1. Review products for proper captioning.
2. Verify release.
3. Archive products to proper media.

REFERENCES:

1. CJCSI 3205.01 Joint Combat Camera
2. Current Standard Operating Procedures (SOP) from Higher Headquarters
3. DA PAM 25-91 Visual Information Procedures
4. DOD Style Guide
5. DOD 5040.2 Joint Combat Camera Operations
6. DODD 5040.2 Visual Information (VI)
7. DODD 5040.3 DoD Joint Visual Information Services
8. DODD 5040.4 Joint Combat Camera (COMCAM) Program
9. DODD 5040.5 Alteration of Official DoD Imagery
10. DODD 5230.9 Clearance of DoD Information for Public Release
11. DODD 5400.7 Freedom of Information Act (FOIA) Program
12. DODI 5040.6 Life-cycle Management of DOD Visual Information (VI)
13. DODI 5040.7 Visual Information (VI) Production Procedures
14. MCWP 3-33.7 Combat Camera in the MAGTF
15. Operator's Manual
16. Associated Press Stylebook

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Archive media may consist of, but not limited to: Compact Disk (CD) Digital Versatile Disk (DVD) Media Server Storage (Database, Web-base) Combat camera products consist of all forms of media. Still photographic, motion imagery, reproduction and print products as well as graphically produced products.

CCAM-MNGT-3007: Network Combat Camera assets

SUPPORTED MET(S): 1, 2, 3, 4, 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marines will network combat camera systems to ensure the computer systems can transfer information.

CONDITION: With the aid of references, given a Tactical Imagery Production System's internal network equipment, production workstation, and associated software.

STANDARD: In event component sequence, to allow the sharing of digital products, in a timeline established by the battle rhythm, and in accordance with the references.

EVENT COMPONENTS:

1. Review operational plan.
2. Determine required network requirements.
3. Network combat camera assets.
4. Troubleshoot network.
5. Maintain network.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. DODD 5230.9 Clearance of DoD Information for Public Release
 3. DODD 5400.7 Freedom of Information Act (FOIA) Program
 4. MCO 3104.1 VI and COMCAM Support Manual
 5. MCO 5510.17 POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC TREATY ORGANIZATION (NATO) MATERIAL
 6. MCO P5600.31G Marine Corps Publications and Printing Regulations
 7. MCWP 3-33.7 Combat Camera in the MAGTF
 8. Operator's Manual
 9. SECNAVINST 5216.5 Naval Correspondence Manual
 10. US Copyright Laws Title 17
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CCAM-MNGT-3008: Operate Tactical Imagery Production System

SUPPORTED MET(S): 1, 2, 3, 4, 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will setup and operate the Tactical Imagery Production System.

CONDITION: With the aid of references, given a Tactical Imagery Production System, and an operational plan.

STANDARD: In event component sequence, to exploit or manipulate imagery to produce products, in a timeline established by the commander, and in accordance with the references.

EVENT COMPONENTS:

1. Setup tactical imagery production system, to include external power and environmental control units.
2. Initiate, troubleshoot, and operate all SL3 components.
3. Produce Combat Camera products
4. Coordinate for COTS and GOTS support via CLS agreement and local command representative.
5. Break down and prepare for redeployment as required.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Operator's Manual

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: 1341 Generator Mechanic, 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, 0656 Tactical Network Specialist

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The Tactical Imagery Production System (TIPS) is located at all major subordinate commands within Marine Expeditionary Forces and the MARFOR's. It has organic photographic, video, multimedia, reproduction and printing capabilities. The system is supported by both Continued Logistics Support (CLS) for Commercial off the Shelf (COTS) equipment (computers, printers, dub racks, etc) and through local organic engineering support for the Government Off the Shelf (GOTS) equipment (generators, environmental control units, etc). Internal network of computers and other production equipment organic to TIPS are to be maintained utilizing existing 46xx personnel, and has the capability to attach to local command communication assets.

CCAM-MNGT-3009: Perform quality control measures

SUPPORTED MET(S): 4, 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will perform quality control measures by checking each others products to ensure the highest standard of products.

CONDITION: With the aid of references, given commanders intent and a finished Combat Camera product.

STANDARD: In event component sequence, to ensure the product meets the requestors requirement, and is a quality product without defects, in accordance with the commanders intent and references.

EVENT COMPONENTS:

1. Review all references.

2. Ensure customer requirements are met.
3. Ensure all captioning and archival steps are completed.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. DODI 5040.6 Life-cycle Management of DOD Visual Information (VI)
3. MCO P5600.31G Marine Corps Publications and Printing Regulations
4. OPNAVINST 3104.1 Naval Visual Information and Combat Camera Program Policy and Responsibilities
5. SECNAVINST 3104.1 Department of the Navy Visual Information and Combat Camera Program
6. US Copyright Laws Title 17
7. Associated Press Stylebook

CCAM-MULT-3011: Develop multimedia products

SUPPORTED MET(S): 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will design and develop multimedia products in support of operational and training requirements.

CONDITION: With the aid of reference, given a production workstation, associated software, and a requirement to centralize two or more types of media.

STANDARD: In event component sequence, in order to produce multimedia products that contain two or more types of media and determine the appropriate format, in a timeline established by the commander, and in accordance with the reference.

EVENT COMPONENTS:

1. Receive requirement.
2. Gather required media.
3. Identify appropriate format.
4. Design initial template.
5. Compress and compile information to appropriate format (finished product).
6. Archive finished product.

REFERENCE:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters

CCAM-PLAN-3021: Embark Combat Camera equipment

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marines will prepare, pack, generate data (packing lists) and deploy Combat Camera equipment.

CONDITION: With the aid of references, given deployable combat camera equipment, a combat camera support plan, embarkation boxes/cases (to include serialized packing lists) equipment for shipment/embark.

STANDARD: In event component sequence, prior to a Combat Camera detachments deployment, in a timeline established by the commander, and in accordance with the references.

EVENT COMPONENTS:

1. Coordinate with command logistics and embarkation unit.
2. Execute given plan.
3. Execute plan.
4. Review assets.
5. Review operational plan.

REFERENCES:

1. MCWP 3-33.7 Combat Camera and Visual Information in Expeditionary Operations
 2. MCWP 3-33.7 Combat Camera in the MAGTF
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COMCAM T&R MANUAL

CHAPTER 4

MOS 4602 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 4

MOS 4602 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to MOS 4602, Combat Camera Officer. These events are linked to a service-level Mission Essential Tasks (MET). This link tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, 4612, or 4691). This chapter contains 4602 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

4002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	MANAGEMENT	
4602-MNGT-1001	Conduct COMCAM capabilities brief	4-4
4602-MNGT-1002	Develop COMCAM Operations Order	4-4
4602-MNGT-1003	Develop COMCAM Standard Operating Procedures (SOP)	4-5
4602-MNGT-1004	Supervise the employment of the Tactical Imagery Production System (TIPS)	4-6
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4602-MNGT-1007	Manage communications via Defense Messaging System (DMS) message traffic	4-8
	PLANNING	
4602-PLAN-1011	Develop COMCAM Concept of Support Plan	4-9

2. 2000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	MANAGEMENT	
4602-MNGT-2001	Manage COMCAM budget	4-10
4602-MNGT-2002	Supervise the handling of classified material	4-10
4602-MNGT-2003	Write lessons learned	4-11
	PLANNING	
4602-PLAN-2011	Provide COMCAM Injects to Planning Teams/Working Groups	4-12
4602-PLAN-2012	Develop COMCAM Logistic Plan	4-13

4003. COMBAT CAMERA 1000-LEVEL EVENTS

4602-MNGT-1001: Conduct COMCAM capabilities brief

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct the COMCAM capabilities brief is a concise brief that explains the core capabilities of Combat Camera. At a minimum the brief will articulate the three core capabilities of COMCAM and how they integrate into the operational plan.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a Combat Camera unit and an operational requirement.

STANDARD: In performance step sequence, within 30 days of assignment to a COMCAM Unit, and in accordance with the references.

PERFORMANCE STEPS:

1. Assess current capabilities.
2. Prepare brief.
3. Review/update brief.
4. Present brief.

REFERENCES:

1. DOD 5040.2 Joint Combat Camera Operations
 2. DODD 5040.2 Visual Information (VI)
 3. DODD 5040.3 DoD Joint Visual Information Services
 4. DODD 5040.4 Joint Combat Camera (COMCAM) Program
 5. MCO 3104.1 VI and COMCAM Support Manual
 6. MCO 3430.8 Policy for Information Operations
 7. MCO P5600.31G Marine Corps Publications and Printing Regulations
 8. MCWP 3-37.7 Combat Camera in Expeditionary Operations
 9. Local Base Order
 10. Local Standing Operating Procedures (SOP)
-

4602-MNGT-1002: Develop COMCAM Operations Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop the COMCAM Operations Order (Appendix 9, Annex C) is a directive issued by the COMCAM Officer to subordinate COMCAM elements for the purpose of affecting the coordinated execution of COMCAM operations.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given an Operations plan, commander's intent, Information Operations plan and combat camera assets.

STANDARD: In performance step sequence, in a timeline established by the commander to reflect HHQ intent and in accordance with the Information Operations plan.

PERFORMANCE STEPS:

1. Summarize the overall operational situation as it relates to COMCAM.
2. State the COMCAM mission in a clear, concise statement that answers the questions who, what, where, and why.
3. Summarize how the commander visualizes the execution of COMCAM from its beginning to its termination.
4. State how the COMCAM operation will support the commands operational mission.
5. Identify the major tasks for each COMCAM element.
6. Address any mutual support issues relating to the elements of COMCAM.
7. Address any COMCAM administrative or logistic requirements.
8. List any COMCAM command and control instructions.
9. State the command structure for COMCAM operations.
10. Identify any special COMCAM communications or reporting requirements.

REFERENCES:

1. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
2. MCDP 5 Planning
3. MCO P3000.18 Marine Corps Planner's Manual
4. MCWP 3-33.7 Combat Camera in the MAGTF

4602-MNGT-1003: Develop COMCAM Standard Operating Procedures (SOP).

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will establish policy, standard operating procedures and desktop procedures that are compliant with appropriate MCO's, command directives, public laws, and follows the commander's intent.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given command directives and orders.

STANDARD: In performance step sequence, within 90 days of assignment, and in accordance with the references.

PERFORMANCE STEPS:

1. Review current SOP.
2. Review local directives and policies.
3. Coordinate and solicit input from COMCAM staff.
4. Draft SOP.
5. Publish SOP and review with staff.
6. Review and update as required.

REFERENCES:

1. MCO 3104.1 VI and COMCAM Support Manual
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Local Standing Operating Procedures (SOP)
-

4602-MNGT-1004: Supervise the employment of the Tactical Imagery Production System (TIPS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will supervise the employment and operation of the Tactical Imagery Production System (TIPS).

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a mission, TIPS, and a location to set up.

STANDARD: In performance step sequence, to support operational requirements, in a timeline established by the commander and in accordance with the references.

PERFORMANCE STEPS:

1. Conduct site survey.
2. Determine location for TIPS.
3. Arrange for logistical support with S/G-4.
4. Place TIPS at location.
5. Unpack TIPS.
6. Set up TIPS.
7. Conduct systems/operations check.
8. Operate TIPS.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
2. Operator's Manual
3. Local Standing Operating Procedures (SOP)

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: 1341 Generator Mechanic, 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, 0656 Tactical Network Specialist

4602-MNGT-1005: Implement the Safety and Hazardous Material Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will implement (if not already implemented), manage, and maintain unit safety and hazardous material plan.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given local command policy and directives.

STANDARD: In performance step sequence, to ensure all hazardous material will be stored, handled, and disposed of in accordance with the references.

PERFORMANCE STEPS:

1. Identify Combat Camera Unit hazardous materials.
2. Establish safety and hazmat procedures and training.
3. Supervise safety and hazmat procedures and training.

REFERENCES:

1. DOD 6050.5 Hazardous Material Information System User's Guide
 2. MCO 3104.1 VI and COMCAM Support Manual
 3. MCO P4400.150E Consumer Level Supply
 4. MCO P5090.2A Environmental Compliance and Protection Manual
 5. MCO P5600.31G Marine Corps Publications and Printing Regulations
 6. MCWP 3-33.7 Combat Camera in the MAGTF
 7. Operator's Manual
 8. Local Standing Operating Procedures (SOP)
-

4602-MNGT-1006: Prepare Monthly/Annual Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will compile data from COMCAM sections for statistical and budgetary review and submission to higher reports.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a job request, production workstation, associated software, job order database and storage device(s).

STANDARD: In performance step sequence, within a timeline established by the commander, and in accordance with the references.

PERFORMANCE STEPS:

1. Ensure data collection is complete on each support/work request.
2. Ensure each section compiles collected data on monthly basis.
3. Collect data mid-month (15th) for previous month's data.
4. Compile data into a single COMCAM monthly report.
5. At the end of each fiscal year compile monthly reports and create annual COMCAM report.
6. Submit reports as required.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
2. Operator's Manual
3. Local Standing Operating Procedures (SOP)

4602-MNGT-1007: Manage communications via Defense Messaging System (DMS) message traffic

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will manage communications via Defense Messaging System (DMS) message traffic in support of combat camera operational requirements

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a combat camera unit and the requirement to generate DMS message traffic.

STANDARD: In performance step sequence, to communicate operational deficiencies and successes with higher headquarter, in accordance with the references.

PERFORMANCE STEPS:

1. Review draft message.
2. Coordinate with S-1/G-1 for distribution.
3. Ensure action is complete.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. DMS System Administration Manual
 3. Local Standing Operating Procedures (SOP)
-

4602-PLAN-1011: Develop COMCAM Concept of Support Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create a plan that includes the employment and task organization of Combat Camera assets supporting the operational plan and commander's intent.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given an operational plan and commander's intent.

STANDARD: In performance step sequence, in a timeline established by the commander, to support operational requirements, in accordance with the references and commanders intent.

PERFORMANCE STEPS:

1. Determine assets required.
2. Establish imagery and product management plan.
3. Coordinate with supported units.
4. Task organize COMCAM assets.
5. Prepare brief.

REFERENCES:

1. DOD 5040.2 Joint Combat Camera Operations
 2. DODD 5040.2 Visual Information (VI)
 3. DODD 5040.3 DoD Joint Visual Information Services
 4. DODD 5040.4 Joint Combat Camera (COMCAM) Program
 5. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
 6. MCDP 5 Planning
 7. MCO 3430.8 Policy for Information Operations
 8. MCRP 3-33.7 ComCam Joint Doctrine
 9. MCWP 3-33.7 Combat Camera in the MAGTF
 10. Local Standing Operating Procedures (SOP)
-

4004. COMBAT CAMERA 2000-LEVEL EVENTS

4602-MNGT-2001: Manage COMCAM budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will execute and manage budget, procurement and maintenance of support materiel

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a budget, CMR, reorder and supply points, and a maintenance support plan.

STANDARD: In performance step sequence, to ensure the budget allows for the maintenance of all equipment and replenishment of consumables, in accordance with the references.

PERFORMANCE STEPS:

1. Review budget, CMR, consumables, spending plan.
2. Establish consumable stock level, reorder and supply points.
3. Coordinate with budget and funding authorities.
4. Review equipment life cycle replacement plan.
5. Administer and oversee maintenance and equipment contracts.
6. Submit purchase orders.

REFERENCES:

1. MCO 3104.1 VI and COMCAM Support Manual
2. MCO 4700-15/1 Equipment Record Procedures
3. MCO P4400.150E Consumer Level Supply
4. MCO P5090.2A Environmental Compliance and Protection Manual
5. MCO P7100.8K Field Budget Guidance Manual
6. MCWP 3-33.7 Combat Camera in the MAGTF
7. Operator's Manual
8. Local Standing Operating Procedures (SOP)

4602-MNGT-2002: Supervise the handling of classified material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine is to assign an internal security manager within 24 hours of an operation or training exercise ensuring the proper handling of all classified material. All publications pertaining to the proper handling and chain of custody procedures will be followed ensuring violations are avoided at all cost.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, having produced or received classified material.

STANDARD: In performance step sequence, to ensure 100 percent control of classified material is maintained, with no unauthorized disclosure, in accordance with the references.

PERFORMANCE STEPS:

1. Review inventory of classified material.
2. Coordinate with CMCC as required.

REFERENCES:

1. MCO 5230.18 Clearance of Department of Defense Information for Public Release
 2. MCO 5510.9 Security of Information for Public Release
 3. MCO P5600.31G Marine Corps Publications and Printing Regulations
 4. MCWP 3-33.7 Combat Camera in the MAGTF
-

4602-MNGT-2003: Write lessons learned

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will write Marine Corps and Joint Lessons Learned and after action reports.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given the completion of combat camera operations.

STANDARD: In performance step sequence, to record successes and failures, encountered during combat camera operations, within two weeks of completing operation, in accordance with the references.

PERFORMANCE STEPS:

1. Review combat camera operations.
2. Compile information for After Action and Lessons Learned report.
3. Edit and revise collected data.

4. Enter data into written after action report upon completion of mission.
5. Enter lessons learned data into MCLL data base (website) via chain of command.

REFERENCES:

1. MCO 3104.1 VI and COMCAM Support Manual
 2. MCRP 3-33.7 ComCam Joint Doctrine
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. SECNAVINST 5216.5 Naval Correspondence Manual
 5. Local Standing Operating Procedures (SOP)
-

4602-PLAN-2011: Provide COMCAM Injects to Planning Teams/Working Groups

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will provide concept of operations for combat camera assets in operational plan (OPLAN) and develop appropriate appendix to operation order.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given an Operations Plan, and commander's intent.

STANDARD: In performance step sequence, to provide recommendations to the commander and staff, for duration of time established by the commander, and in accordance with the references.

PERFORMANCE STEPS:

1. Review Op plan.
2. Attend OPT and working groups.
3. Review capabilities and assets.

REFERENCES:

1. DOD 5040.2 Joint Combat Camera Operations
 2. DODD 5040.2 Visual Information (VI)
 3. DODD 5040.3 DoD Joint Visual Information Services
 4. DODD 5040.4 Joint Combat Camera (COMCAM) Program
 5. MCO 3104.1 VI and COMCAM Support Manual
 6. MCO 3430.8 Policy for Information Operations
 7. MCO P5600.31G Marine Corps Publications and Printing Regulations
 8. MCWP 3-33.7 Combat Camera in the MAGTF
-

4602-PLAN-2012: Develop COMCAM Logistic Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will identify, plan, coordinate and manage adequate state of materiel readiness and logistical support.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a mission, the combat camera support plan and assets.

STANDARD: In performance step sequence, within a timeline established by HHQ, and in accordance with the references.

PERFORMANCE STEPS:

1. Identify COMCAM assets required to support mission requirements.
2. Coordinate with command logistics and embarkation representatives (S/G-4) and update and manage TPFDD on Combat Camera assets.
3. Coordinate packing of COMCAM assets with S/G-4.
4. Coordinate with external contract support for COTS and GOTS equipment.
5. Establish sustainment/replenishment procedures.
6. Establish re-deployment procedures.
7. Create plan c
8. Coordinate marking and inspection of containers with S/G-4.
9. Coordinate on-load of containers with S/G-4.
10. Coordinate off-load and receipt of containers with S/G-4 at destination.
11. Plan for redeployment.

REFERENCES:

1. Higher Headquarters OpOrd
 2. Local Standing Operating Procedures (SOP)
-

COMCAM T&R MANUAL

CHAPTER 5

MOS 4612 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 5

MOS 4612 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to MOS 4641, Production Specialist. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, or 4611). This chapter contains 4612 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

5002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	PRODUCTION	
4612-PROD-1001	Develop COMCAM products	5-4
4612-PROD-1002	Manage COMCAM products	5-4
4612-PROD-1003	Operate production equipment	5-5
4612-PROD-1004	Disseminate COMCAM products	5-6
4612-PROD-1005	Manage unit website	5-7

2. 2000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	PRODUCTION	
4612-PROD-2001	Maintain production equipment	5-8
4612-PROD-2002	Perform quality control measures	5-8
4612-PROD-2003	Maintain job order database	5-9
4612-PROD-2004	Maintain production specialist portfolio	5-10

5003. COMBAT CAMERA 1000-LEVEL EVENTS

4612-PROD-1001: Develop COMCAM products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop COMCAM products including, but not limited to the following: Print media; leaflets, handbills, poster, brochures, smart-cards, and booklets. Digital: Compact Discs, Video Compact Discs, and Digital Video Disks.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a production workstation, associated software, and a requester's requirement.

STANDARD: In performance step sequence, to create a product that meets the requesters requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Complete job order.
2. Log in COMCAM production support request (job order).
3. Compile media necessary to complete product.
4. Assemble product.
5. Conduct operations/Quality Control check on product.
6. Submit to COMCAM/Production Chief for approval.
7. Submit finished product to requestor for approval.
8. Archive finished product.

REFERENCES:

1. JIEO Report 8307 DOD Guide to Selecting Computer-Based Multimedia Standards, Technologies, Products and Practices
 2. MCO 3104.1 VI and COMCAM Support Manual
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. Operator's Manual
 5. Local Standing Operating Procedures (SOP)
-

4612-PROD-1002: Manage COMCAM products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will manage COMCAM products to ensure, products are produced and distributed on time.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given COMCAM imagery/media, a production workstation, associated software, and a storage device.

STANDARD: In performance step sequence, to ensure products are produced, distributed, and archived, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Assign job order number and or VIRIN.
2. Log in COMCAM production support request (job order).
3. Save completed job in job order drive or appropriate drive accessible by all COMCAM section personnel.
4. Caption product (as required).
5. Review caption for accuracy, grammar.
6. Archive locally and submit to higher as appropriate.
7. Submit to appropriate agency for public release when applicable.

REFERENCES:

1. DOD Style Guide
 2. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
 3. JIEO Report 8307 DOD Guide to Selecting Computer-Based Multimedia Standards, Technologies, Products and Practices
 4. MCO 3104.1 VI and COMCAM Support Manual
 5. MCO 5230.18 Clearance of Department of Defense Information for Public Release
 6. MCO 5510.9 Security of Information for Public Release
 7. MCWP 3-33.7 Combat Camera in the MAGTF
 8. Operator's Manual
 9. Associated Press Stylebook
 10. Local Standing Operating Procedures (SOP)
-

4612-PROD-1003: Operate production equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will operate production equipment including, but not limited to the following: Tactical Imagery Production System, TIPS, Visual Information Editing System, VIES, printers, electronic media reproduction devices CD/DVD Burners, and scanners.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given production equipment, production workstation, and associated software.

STANDARD: In performance step sequence, to produce COMCAM products, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate equipment needed to accomplish task
2. Conduct operations check on production equipment.
3. Operate equipment.
4. Conduct post operating procedures on production equipment.
5. Perform preventive maintenance as required.

REFERENCES:

1. 0-321-01108-2 Photography
 2. Current Standard Operating Procedures (SOP) from Higher Headquarters
 3. DOD Style Guide
 4. MCO 3104.1 VI and COMCAM Support Manual
 5. MCWP 3-33.7 Combat Camera in the MAGTF
 6. Operator's Manual
 7. Associated Press Stylebook
 8. Local Standing Operating Procedures (SOP)
-

4612-PROD-1004: Disseminate COMCAM products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will disseminate COMCAM products by requester pick up, hand delivery, mail, email or digital transmission.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a finished or draft product, production workstation, associated software, storage device, transmission capability and computer equipment.

STANDARD: In performance step sequence, to ensure product reaches intended recipients, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Prepare still imagery for dissemination.
2. Package still imagery if going by mail, hand delivery, or pickup.
3. Notify receiver of impending still imagery that image(s) were sent by email, mail, or digital transmission.

4. If digitally transmitting, connect to transmission capability and upload imagery.
5. Ensure receipt of still imagery products.

REFERENCES:

1. JIEO Report 8307 DOD Guide to Selecting Computer-Based Multimedia Standards, Technologies, Products and Practices
 2. Local Standing Operating Procedures (SOP)
-

4612-PROD-1005: Manage unit website

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will, create, and manage a website for the purpose of communication, dissemination or transmission of information. The website will conform to NIPR and SIPR requirements, as well as Marine Corps web standards.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a production work station, associated software, a requirement to centralize Combat Camera information, imagery, and products.

STANDARD: In performance step sequence, to ensure web site is functional and information /products posted are accessible, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Review Marine Corps webpage standards.
2. Create initial webpage template.
3. Receive webpage content.
4. Convert content to appropriate web files.
5. Post content to website.
6. Manage and update all content over the life of the website.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. MCO 5720.76 Standardization of Publicly Accessible Web Pages
 3. Local Standing Operating Procedures (SOP)
-

5004. COMBAT CAMERA 2000-LEVEL EVENTS

4612-PROD-2001: Maintain production equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure that accountability and functional inspections must be conducted on a regular basis in order to ensure equipment is combat ready.

MOS PERFORMING: 4641

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given production equipment, trouble shooting log and maintenance tools.

STANDARD: In performance step sequence, ensuring all systems are functioning, in accordance with the references.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Maintain troubleshooting log of corrective measures.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
2. Operator's Manual
3. Local Standing Operating Procedures (SOP)

4612-PROD-2002: Perform quality control measures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will perform quality control measures to ensure product meet or exceed requesters' expectations.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given commanders intent and a finished Combat Camera product.

STANDARD: In performance step sequence, ensuring products meet or exceed current production standards, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Review Job Order.
2. Ensure customer requirements are met.
3. Edit text.
4. Review imagery.
5. Conduct Operations Check on final product.
6. Ensure all captioning and archival steps are completed.

REFERENCES:

1. DOD Style Guide
 2. Associated Press Stylebook
 3. Local Standing Operating Procedures (SOP)
-

4612-PROD-2003: Maintain job order database

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will operate and maintain the Job Order database and account for all printing requirements.

MOS PERFORMING: 4612

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a print request, production workstation, associated software, job order database and storage device.

STANDARD: In performance step sequence, to track existing requests, and input new request into the job order database, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Enter job into Job Order database
2. Track job
3. Upon completion, log job out

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
 2. Operator's Manual
 3. Local Standing Operating Procedures (SOP)
-

4612-PROD-2004: Maintain production specialist portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will maintain a portfolio that will consist of no less than the following: Poster, Tri-fold/brochure, leaflet/handbill, Web-page design, and digital illustration.

MOS PERFORMING: 4641

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given developed COMCAM products, production equipment, and the aid of references.

STANDARD: In performance step sequence, ensuring products are readily available for use, in accordance with the references.

PERFORMANCE STEPS:

1. Retrieve developed products.
2. Review and update portfolio accordingly.

REFERENCES:

1. 0-321-01108-2 Photography
 2. DOD Style Guide
 3. DODD 5040.5 Alteration of Official DoD Imagery
 4. DODD 5230.9 Clearance of DoD Information for Public Release
 5. MCWP 3-33.7 Combat Camera in the MAGTF
 6. Associated Press Stylebook
 7. Local Standing Operating Procedures (SOP)
-

COMCAM T&R MANUAL

CHAPTER 6

MOS 4616 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 6

MOS 4616 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to MOS 4616, Reproduction Equipment Repairer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, 4602, or 4671). This chapter contains 4616 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

6002. INDEX OF INDIVIDUAL EVENTS

1. 2000-Level Individual Events

EVENT	DESCRIPTION	PAGE
	MAINTENANCE	
4616-MANT-2001	Perform system diagnostics on functioning copier/printer	6-4
4616-MANT-2002	Perform system diagnostics on non-functioning copier/printer	6-4
4616-MANT-2003	Perform corrective maintenance	6-5
4616-MANT-2004	Perform system operations check	6-6
4616-MANT-2005	Perform routine maintenance	6-6
4616-MANT-2006	Perform preventive maintenance	6-7
4616-MANT-2007	Replace consumables	6-8

6003. COMBAT CAMERA 2000-LEVEL EVENTS

4616-MANT-2001: Perform system diagnostics on functioning copier/printer

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine is to perform system diagnostics, in order to program the copier/printer and set operational modes or settings.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a functioning copier/printer system.

STANDARD: In performance step sequence, at an interval directed by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Log into the operator mode as the CSE.
2. Locate commonly-used operator and system administrator information.
3. Enter intrusive diagnostics mode.
4. Navigate to any specified diagnostic or setup routine.
5. Locate any required service call procedures information.
6. Perform changes to settings.
7. Run job while in diagnostics mode.
8. Exit diagnostics mode.

REFERENCES:

1. Operator's Manual
2. SL-3 Major Components of End Items
3. System Schematics

4616-MANT-2002: Perform system diagnostics on non-functioning copier/printer

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine is to perform system diagnostics, in order to identify the cause of a copier/printer malfunction.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a copier/printer system that fails to function.

STANDARD: In performance step sequence, to identify the copier/printer malfunction, as directed by the OIC/SNCOIC and in accordance with the references.

PERFORMANCE STEPS:

1. Log into the operator mode as the CSE.
2. Locate commonly-used operator and system administrator information.
3. Enter intrusive diagnostics mode.
4. Navigate to any specified diagnostic or setup routine.
5. Locate any required service call procedures information.
6. Run job while in diagnostics mode.
7. Exit diagnostics mode.
8. Identify the malfunction.

REFERENCES:

1. Operator's Manual
 2. System Schematics
-

4616-MANT-2003: Perform corrective maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will perform corrective maintenance on a copier/printer system that has failed to function, by replacing parts that are worn or not working.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of reference, given a copier/printer that is not functioning, an identified source of the problem, a new replacement component, and maintenance tools.

STANDARD: In performance step sequence, to enable the copier/printer to function, in accordance with the references.

PERFORMANCE STEPS:

1. Remove power source.
2. Gain access to components location.
3. Perform removal of selected component.
4. Reinstall new component.
5. Restore any panels removed.
6. Restore power source.
7. Perform diagnostics.
8. Perform systems operations check.

REFERENCES:

1. Operator's Manual
 2. SL-3 Major Components of End Items
 3. System Schematics
-

4616-MANT-2004: Perform system operations check

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will perform system operations checks on copier/printers that have had maintenance conducted on them, or are suspect of performance errors.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a copier/printer.

STANDARD: In performance step sequence, to ensure printer is functioning, in accordance with the references.

PERFORMANCE STEPS:

1. Check copier/printer system settings.
 2. Perform basic copy/print job.
 3. Check feed trays to ensure they feed.
 4. Inspect copy/print quality.
-

4616-MANT-2005: Perform routine maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct routine maintenance on copier/printers by inspecting and replacing if necessary worn components.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a copier/printer.

STANDARD: In performance step sequence, at interval designated by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Perform system diagnostics.
2. Remove power source.
3. Gain access to selected components.
4. Inspect components for wear.
5. Replace damaged/worn components if necessary.
6. Replace any panels/parts removed during inspection.
7. Restore power.
8. Perform system operations check.

REFERENCES:

1. Operator's Manual
 2. SL-3 Major Components of End Items
 3. System Schematics
-

4616-MANT-2006: Perform preventive maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 4 months

DESCRIPTION: Marine will perform preventive maintenance. Preventive maintenance is limited to cleaning copier/printer components and is not as involved a process as routine maintenance.

MOS PERFORMING: 4616

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a copier/printer and preventive maintenance equipment.

STANDARD: In performance step sequence, at an interval designated by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Clean document scanner
2. Inspect paper drawers and remove any dirt/dust buildup.
3. Remove ink cartridges and clean out the ink cartridge bay.
4. Remove power source.
5. Gain access to internal components.
6. Remove any dirt/dust buildup on components.
7. Replace any removed panels.
8. Restore power.
9. Perform system operations check.

REFERENCES:

1. Operator's Manual
 2. SL-3 Major Components of End Items
 3. System Schematics
-

4616-MANT-2007: Replace consumables

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will replace consumables such as ink cartridges, staples, and paper.

BILLETS: Reproduction Equipment Repairer, Reprographics Chief

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a copier/printer and consumable items.

STANDARD: In performance step sequence, to ensure copier/printer remains capable of production, at an interval directed by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Inspect consumable items quantity in copier/printer.
2. Determine which consumables need to be replaced.
3. Replace consumables.
4. Perform System operation check.

REFERENCES:

1. Operator's Manual
2. Local Standing Operating Procedures (SOP)

COMCAM T&R MANUAL

CHAPTER 7

MOS 4641 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 7

MOS 4641 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to MOS 4641, Combat Photographer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, 4602 or 4671). This chapter contains 4641 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

7002. INDEX OF INDIVIDUAL EVENTS

1. 1000-Level Individual Events

EVENT	DESCRIPTION	PAGE
	PHOTOGRAPHY	
4641-PHTO-1001	Capture still images photography	7-4
4641-PHTO-1002	Edit still imagery products	7-4
4641-PHTO-1003	Archive still imagery	7-5
4641-PHTO-1004	Caption still images	7-6
4641-PHTO-1005	Manage still imagery products	7-7
4641-PHTO-1006	Disseminate still imagery	7-8
4641-PHTO-1007	Capture images in an operational environment	7-9
4641-PHTO-1008	Capture images in an administrative environment	7-9
4641-PHTO-1009	Capture images of a investigation site	7-10
4641-PHTO-1010	Develop photographic products	7-11
4641-PHTO-1011	Operate production equipment	7-12
4641-PHTO-1012	Maintain still photographic portfolio	7-13

2. 2000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	PHOTOGRAPHY	
4641-PHTO-2001	Maintain photographic equipment	7-15

7003. COMBAT CAMERA 1000-LEVEL EVENTS

4641-PHTO-1001: Capture still images

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture still imagery consisting of the following: operational, administrative, forensic/investigative and general documentation photography.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a hand held digital still camera kit (SL3 complete), a requirement to and a subject, object, or area.

STANDARD: In performance step sequence, to satisfy the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select camera equipment.
2. Conduct equipment operations check.
3. Select exposure mode and camera/flash settings.
4. Compose and focus image.
5. Capture image.
6. Review preview screen on camera to make sure image was captured as intended.

REFERENCES:

1. DOD Style Guide
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Operator's Manual Operator's Manual
 4. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1002: Edit still imagery products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will edit imagery by selecting specific or requested imagery, the elimination of redundant and unusable (out of focus, improper exposure, improper composition, inappropriate content) photographs. Editing also includes properly naming (VIRIN), and preparation for transmission.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a requirement, previously captured still imagery, a production workstation, associated software, and a storage device.

STANDARD: In performance step sequence, to create a final still imagery product that meets the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Open captured still images.
2. View and remove unusable images (out of focus, improperly exposed, and improperly composed).
3. Select required images.
4. Remove redundant, select most appropriate view/views.
5. Save selected images as Visual Information Record and Identification Number (VIRIN).
6. Disseminate product or archive as required IAW local SOP.

REFERENCES:

1. DOD Style Guide
 2. DODD 5040.5 Alteration of Official DoD Imagery
 3. DODD 5230.9 Clearance of DoD Information for Public Release
 4. MCWP 3-33.7 Combat Camera in the MAGTF
 5. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1003: Archive still imagery

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will archive imagery, to include assigning a naming (VIRIN) and maintaining imagery for current and future use.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given digital still imagery, production workstation, and associated software.

STANDARD: In performance step sequence, to preserve it for current or future use, and historical purposes, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Review imagery to ensure it is captioned

2. Assign VIRIN.
3. Disseminate as required.
4. Save image to filing system.

REFERENCES:

1. DOD Style Guide
2. DOD 5040.2 Joint Combat Camera Operations
3. DODD 5040.2 Visual Information (VI)
4. DODD 5040.3 DoD Joint Visual Information Services
5. DODD 5040.4 Joint Combat Camera (COMCAM) Program
6. DODD 5040.5 Alteration of Official DoD Imagery
7. DODD 5230.9 Clearance of DoD Information for Public Release
8. DODD 5400.7 Freedom of Information Act (FOIA) Program
9. MCWP 3-33.7 Combat Camera in the MAGTF
10. Operator's Manual Operator's Manual
11. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Archive media may consist of, but not limited to; Compact Disk (CD), Digital Versatile Disk (DVD), Media Server Storage (Database, Web-based). Archived imagery should be in raw form and always duplicated in effort in order to ensure loss of data doesn't occur. Multiple archives ensure data can be retrieved in case one becomes lost and irretrievable.

4641-PHTO-1004: Caption still images

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will caption imagery providing a narrative description containing who, what, where, when, why and how of the images content. This data is electronically attached to the image.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given still imagery, a production workstation, associated software, and a storage device.

STANDARD: In performance step sequence, identifying who, what, when, where, why and how specific to the image, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Gather caption data from subject.
2. Attach caption data to imagery.
3. Ensure all caption fields are complete.

4. Add key words.
5. Save image using VIRIN naming convention.
6. Edit caption for accuracy, spelling, and grammar.
7. Disseminate product or archive as required IAW local SOP.

REFERENCES:

1. DOD Style Guide
 2. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
 3. MCO 3104.1 VI and COMCAM Support Manual
 4. MCWP 3-33.7 Combat Camera in the MAGTF
 5. Operator's Manual Operator's Manual
 6. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1005: Manage still imagery products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will management still imagery products to included assigning a VIRIN, captioning, archiving, and filing imagery for current and future use.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given digital still imagery, production workstation, and associated software.

STANDARD: In performance step sequence, to ensure still images are processed, in accordance with the references.

PERFORMANCE STEPS:

1. Ensure still imagery is labeled with a VIRIN.
2. Ensure labeled images are saved in appropriate folder with the VIRIN naming convention (071231-M-1234S).
3. Edit imagery captions ensuring data is complete and correct.
4. Submit for releasing classification (For Public Release, Not for Public Release).
5. Ensure imagery is archived locally.
6. Forward imagery to higher and or appropriate agencies as required.

REFERENCES:

1. DOD Style Guide
2. DOD 5040.2 Joint Combat Camera Operations
3. DODD 5040.2 Visual Information (VI)
4. DODD 5040.3 DoD Joint Visual Information Services
5. DODD 5040.4 Joint Combat Camera (COMCAM) Program
6. DODD 5040.5 Alteration of Official DoD Imagery
7. DODD 5230.9 Clearance of DoD Information for Public Release

8. DODD 5400.7 Freedom of Information Act (FOIA) Program
 9. MCWP 3-33.7 Combat Camera in the MAGTF
 10. Operator's Manual Operator's Manual
 11. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1006: Disseminate still imagery

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will disseminate still imagery, by requester pick up, hand delivery, mail, email or digital transmission.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a captioned and edited still image, production workstation, associated software, storage device, transmission capability and computer equipment.

STANDARD: In performance step sequence, to ensure still imagery reaches intended recipients, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Prepare still imagery for dissemination.
2. Package still imagery if going by mail, hand delivery, or pickup.
3. Notify receiver of impending still imagery that image(s) were sent by email, mail or digital transmission.
4. If digitally transmitting, connect to transmission capability and upload imagery.
5. Ensure receipt of still imagery products.

REFERENCES:

1. DOD Style Guide
 2. DOD 5040.2 Joint Combat Camera Operations
 3. DODD 5040.5 Alteration of Official DoD Imagery
 4. MARADMIN 469/05 Use of International Maritime Satellite (INMARSAT)
 5. MCO 5230.18 Clearance of Department of Defense Information for Public Release
 6. MCRP 3-33.7 ComCam Joint Doctrine
 7. MCWP 3-33.7 Combat Camera in the MAGTF
 8. Operator's Manual Operator's Manual
 9. Associated Press Stylebook
 10. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1007: Capture images in an operational environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture images in an operational environment consisting of but not limited to the following: taking photo graphs in combat/training, aerial, intelligence (targeting), and low light.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a still acquisition kit (SL3 complete), night vision kit (SL3 complete), dissemination/transmission capability, a production workstation equipment, and a requirement.

STANDARD: In performance step sequence, to produce photographic products of an operational nature that meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select required equipment.
2. Conduct equipment operations check.
3. Capture imagery.
4. Caption imagery.
5. Disseminate and/or archive imagery IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Operator's Manual Operator's Manual
4. Local Standing Operating Procedures (SOP)

4641-PHTO-1008: Capture images in an administrative environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture images in an administrative environment consisting of but not limited to the following: Studio (Command portraits, promotion, passport and product still life photographs), command information, ceremonial (Changes of command and post and relief, retirements and awards), investigative (Command investigation, Mishaps and Legal), Training, and Military Photographer of the Year submission categories (Combat Documentation, Personality Portrait, Pictorial, News, Sports, Picture Story, and Photo-Illustration).

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a still acquisition kit (SL3 complete), specialized equipment, a production workstation equipment, a storage device(s) and a requirement.

STANDARD: In performance step sequence, to produce photographic products of an administrative nature that meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate equipment needed to complete mission.
2. Conduct equipment operations check.
3. Coordinate support with requestor.
4. Capture imagery.
5. Caption imagery.
6. Disseminate and/or archive imagery IAW local SOP.

REFERENCES:

1. DOD Style Guide
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Operator's Manual Operator's Manual
 4. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1009: Capture images of a investigation site

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture images of a investigation scene consisting of but not limited to the following: taking photo graphs of investigative, forensic, mishap, crime scene and sensitive sites.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a still acquisition kit (SL3 complete), night vision kit (SL3 complete), dissemination/transmission capability, a production workstation equipment, and a requirement.

STANDARD: In performance step sequence, to produce photographic products that focuses on the identifying details of a site and meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select required equipment.

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2. Conduct equipment operations check.
3. Coordinate with investigative representative/ on scene commander for access to site and imagery requirements.
4. Classify photos in accordance with guidance from investigating official.
5. Photograph establishing shot of site at multiple angles.
6. Photograph site in panoramic covering 360 degrees
7. Photograph detailed evidence established by investigating official with ruler or other object in site to determine scale.
8. Photograph any other items or areas requested by investigator(s).
9. Establish chain of custody as required.
10. Arrange for transfer of imagery to requestor and archive IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. DODD 5040.5 Alteration of Official DoD Imagery
3. DODD 5230.9 Clearance of DoD Information for Public Release
4. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
5. MCWP 3-33.7 Combat Camera in the MAGTF
6. Operator's Manual Operator's Manual
7. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Sensitive site examples are enemy weapon caches, mass graves, torture chambers, POW sites, WMD sites, Improvisational Explosive Device (IED) sites, enemy use of protected sites (hospitals, religious buildings, schools etc.) Examples of forensic photography include autopsy, aircraft mishap, vehicle mishap, suicide, material deficiency reports, crime scene etc... Examples of scale may include any common item (pen, ID card, boot, person) that is placed near or next to item being photographed for reference of size. A ruler would be ideal.

4641-PHTO-1010: Develop photographic products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop COMCAM products including, but not limited to: Desktop publishing, photographic layouts, print media, digital media to include multimedia presentations and web based products.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a production workstation, associated software, and a requirement to centralize two or more types of media.

STANDARD: In performance step sequence, to create a multimedia product containing two or more types of media that supports the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Determine most effective medium to suit requestor's requirements.
2. Concept requested product and seek approval from requestor.
3. Compile media necessary to complete product.
4. Assemble product.
5. Conduct operation check and QC final product.
6. Ensure product meets requestor's requirements.
7. Ensure product is archived and accounted for.

REFERENCES:

1. 0-321-01108-2 Photography
2. MCO 3104.1 VI and COMCAM Support Manual
3. MCWP 3-33.7 Combat Camera in the MAGTF
4. Operator's Manual Operator's Manual
5. Associated Press Stylebook
6. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Multimedia products can include, but are not limited to: command information products in support of information operations PowerPoint for briefs and/or presentations Computer Based Training DVD VCD MPG Windows Media/Real Video Webpage.

4641-PHTO-1011: Operate production equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will operate production equipment including, but not limited to the following: Tactical Imagery Production System, TIPS, Visual Information Editing System, VIES, printers, electronic media reproduction devices (CD/DVD Burners, and scanners.

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given production equipment, production workstation, and associated software.

STANDARD: In performance step sequence, to produce COMCAM products, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate equipment needed to accomplish task

2. Conduct operations check on production equipment.
3. Operate equipment.
4. Conduct post operating procedures on production equipment.
5. Perform preventive maintenance as required.

REFERENCES:

1. 0-321-01108-2 Photography
 2. Current Standard Operating Procedures (SOP) from Higher Headquarters
 3. DOD Style Guide
 4. MCO 3104.1 VI and COMCAM Support Manual
 5. MCWP 3-33.7 Combat Camera in the MAGTF
 6. Operator's Manual Operator's Manual
 7. Associated Press Stylebook
 8. Local Standing Operating Procedures (SOP)
-

4641-PHTO-1012: Maintain still photographic portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will maintain a still photographic portfolio will consisting of no less than the following: Command Portrait, Promotion Photograph, Passport Photograph, Grip and Grin (award presentation), Picture Story, Crime Scene, Sensitive site, Mishap/Accident, Pictorial, Informal Portrait (personality portrait), Combat (or training) Documentation, Low level light, aerial (high/low oblique), and Target (point).

MOS PERFORMING: 4641

BILLETS: Combat Photographer, Photographic Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given captured still imagery and/or a still imagery acquisition kit.

STANDARD: In performance step sequence, ensuring photographs are readily available for use, in accordance with the references.

PERFORMANCE STEPS:

1. Retrieve imagery to manipulate.
2. Edit imagery.
3. Save imagery to storage device..
4. Review and update portfolio accordingly.

REFERENCES:

1. 0-321-01108-2 Photography
2. DOD Style Guide
3. DODD 5040.5 Alteration of Official DoD Imagery
4. DODD 5230.9 Clearance of DoD Information for Public Release
5. MCWP 3-33.7 Combat Camera in the MAGTF

6. Associated Press Stylebook
 7. Local Standing Operating Procedures (SOP)
-

7004. COMBAT CAMERA 2000-LEVEL EVENTS

4641-PHTO-2001: Maintain photographic equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure accountability and functional inspections are being conducted on a regular basis in order to ensure equipment is combat ready.

MOS PERFORMING: 4641

BILLETS: Production Chief, Production Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given photographic equipment, trouble shooting log and maintenance tools.

STANDARD: In performance step sequence, ensuring all systems are functioning, in accordance with the references.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Maintain troubleshooting log of corrective measures.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
 2. Operator's Manual Operator's Manual
 3. Local Standing Operating Procedures (SOP)
-

COMCAM T&R MANUAL

CHAPTER 8

MOS 4671 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 8

MOS 4671 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to MOS 4671, Combat Videographer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, 4602, or 4641). This chapter contains 4671 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

8002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL INDIVIDUAL EVENTS

EVENT	DESCRIPTION	PAGE
	VIDEOGRAPHY	
4671-VIDS-1001	Capture video images	8-4
4671-VIDS-1002	Develop prime cuts	8-4
4671-VIDS-1003	Archive video imagery	8-5
4671-VIDS-1004	Caption video	8-6
4671-VIDS-1005	Manage video products	8-7
4671-VIDS-1006	Disseminate video imagery	8-8
4671-VIDS-1007	Capture video in an operational environment	8-9
4671-VIDS-1008	Capture video in an administrative environment	8-9
4671-VIDS-1009	Capture video of a investigation site	8-10
4671-VIDS-1010	Develop video products	8-11
4671-VIDS-1011	Operate production equipment	8-12
4671-VIDS-1012	Maintain video portfolio	8-13

2. **2000-LEVEL INDIVIDUAL EVENTS.** Combat Videographer individual events learned through MOJT.

EVENT	DESCRIPTION	PAGE
	VIDEOGRAPHY	
4671-VIDS-2001	Maintain video equipment	8-15

8003. COMBAT CAMERA 1000-LEVEL EVENTS

4671-VIDS-1001: Capture video images

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture video imagery consisting of but not limited to: operational, administrative, and forensic/investigative documentation.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a hand held video camera kit (SL3 complete), a requirement to, and a subject, object, or area.

STANDARD: In performance step sequence, to satisfy the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select camera equipment.
2. Conduct equipment operations check.
3. Select camera settings.
4. Maintain composition and focus.
5. Maintain audio levels.

REFERENCES:

1. DOD Style Guide
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Operator's Manual Operator's Manual
 4. Local Standing Operating Procedures (SOP)
-

4671-VIDS-1002: Develop prime cuts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop prime cuts consist of video imagery that is used in follow on production products and for archives.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a requirement, previously captured video, a production workstation, associated software, and a storage device.

STANDARD: In performance step sequence, to create a final still imagery product that meets the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Review individual video tapes.
2. Create edit decision list, EDL.
3. Assemble edit prime cuts using EDL.
4. Input VIRIN(s) and Slate.
5. Output prime cuts to selected medium.
6. Disseminate product or archive as required IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. DODD 5040.5 Alteration of Official DoD Imagery
3. DODD 5230.9 Clearance of DoD Information for Public Release
4. MCWP 3-33.7 Combat Camera in the MAGTF
5. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Do not erase any imagery acquired in support of an official investigation.

4671-VIDS-1003: Archive video imagery

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will archive video including assigning a naming (VIRIN), and maintaining video for current and future use.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given video imagery, production workstation, and associated software.

STANDARD: In performance step sequence, to preserve it for current or future use, and historical purposes, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Review video to ensure it is captioned
2. Assign VIRIN.

3. Disseminate as required.
4. Save video to filing system.

REFERENCES:

1. DOD Style Guide
2. DOD 5040.2 Joint Combat Camera Operations
3. DODD 5040.2 Visual Information (VI)
4. DODD 5040.3 DoD Joint Visual Information Services
5. DODD 5040.4 Joint Combat Camera (COMCAM) Program
6. DODD 5040.5 Alteration of Official DoD Imagery
7. DODD 5230.9 Clearance of DoD Information for Public Release
8. DODD 5400.7 Freedom of Information Act (FOIA) Program
9. MCWP 3-33.7 Combat Camera in the MAGTF
10. Operator's Manual Operator's Manual
11. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Archive media may consist of, but not limited to; Compact Disk (CD), Digital Versatile Disk (DVD), Media Server Storage (Database, Web-base). Archived imagery should be in raw form and always duplicated in effort in order to ensure loss of data doesn't occur. Multiple archives ensure data can be retrieved in case one becomes lost and irretrievable.

4671-VIDS-1004: Caption video

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will caption video by providing a narrative description containing who, what, where, when, why and how of the images content. The caption also contains time code data. This data is saved as a document (print and /or electronic) and include with the video.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given video, a production workstation, associated software, and a storage device.

STANDARD: In performance step sequence, identifying who, what, when, where, why and how specific to the video, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Gather caption data from subject.
2. Assign VIRIN.
3. Complete caption data sheet including keywords.

4. Ensure all caption remains with video.
5. Edit caption for accuracy, spelling, and grammar.
6. Disseminate product or archive as required IAW local SOP.

REFERENCES:

1. DOD Style Guide
 2. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
 3. MCO 3104.1 VI and COMCAM Support Manual
 4. MCWP 3-33.7 Combat Camera in the MAGTF
 5. Operator's Manual Operator's Manual
 6. Local Standing Operating Procedures (SOP)
-

4671-VIDS-1005: Manage video products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will manage video products including assigning naming (VIRIN), captioning, archiving, and maintaining imagery for current and future use.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given video imagery, production workstation, and associated software.

STANDARD: In performance step sequence, to ensure videos are processed, in accordance with the references.

PERFORMANCE STEPS:

1. Ensure video is labeled with a VIRIN.
2. Ensure labeled videos are saved in appropriate folder with the VIRIN naming convention (071231-M-1234S).
3. Edit video captions ensuring data is complete and correct.
4. Submit for releasing classification (For Public Release, Not For Public Release).
5. Ensure video is archived locally.
6. Forward video to higher and or appropriate agencies as required.
7. Archive original tapes.

REFERENCES:

1. DOD Style Guide
2. DOD 5040.2 Joint Combat Camera Operations
3. DODD 5040.2 Visual Information (VI)
4. DODD 5040.3 DoD Joint Visual Information Services
5. DODD 5040.4 Joint Combat Camera (COMCAM) Program
6. DODD 5040.5 Alteration of Official DoD Imagery
7. DODD 5230.9 Clearance of DoD Information for Public Release

8. DODD 5400.7 Freedom of Information Act (FOIA) Program
 9. MCWP 3-33.7 Combat Camera in the MAGTF
 10. Operator's Manual Operator's Manual
 11. Local Standing Operating Procedures (SOP)
-

4671-VIDS-1006: Disseminate video imagery

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will disseminate video by requester pick up, hand delivery, mail, email or digital transmission.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a captioned and edited video, production workstation, associated software, storage device, transmission capability, and computer equipment.

STANDARD: In performance step sequence, to ensure video reaches intended recipients, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Prepare video imagery for dissemination.
2. Package video imagery if going by mail, hand delivery, or pickup.
3. Notify receiver of impending video imagery that video(s) were sent by email, mail or digital transmission.
4. If digitally transmitting, connect to transmission capability and upload video.
5. Ensure receipt of video imagery products.

REFERENCES:

1. DOD Style Guide
 2. DOD 5040.2 Joint Combat Camera Operations
 3. DODD 5040.5 Alteration of Official DoD Imagery
 4. MARADMIN 469/05 Use of International Maritime Satellite (INMARSAT)
 5. MCO 5230.18 Clearance of Department of Defense Information for Public Release
 6. MCRP 3-33.7 ComCam Joint Doctrine
 7. MCWP 3-33.7 Combat Camera in the MAGTF
 8. Operator's Manual Operator's Manual
 9. Associated Press Stylebook
 10. Local Standing Operating Procedures (SOP)
-

4671-VIDS-1007: Capture video in an operational environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture video in an operational environment consisting of but not limited to the following: shooting video in combat/training, aerial, intelligence (targeting), and low light.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given video acquisition kit (SL3 complete), night vision kit (SL3 complete), dissemination/transmission capability, a production workstation equipment, and a requirement.

STANDARD: In performance step sequence, to produce video products of an operational nature that meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select required equipment.
2. Conduct equipment operations check.
3. Capture video.
4. Caption imagery.
5. Disseminate and/or archive video IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Operator's Manual Operator's Manual
4. Local Standing Operating Procedures (SOP)

4671-VIDS-1008: Capture video in an administrative environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture video in an administrative environment consisting of but not limited to the following: Studio, command information, ceremonial (Changes of command and post and relief, retirements and awards), investigative (Command investigation, Mishaps and Legal), Training, and Military Videographer of the Year submission categories (Combat Documentation, documentary, field production editing, feature story).

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a video acquisition kit (SL3 complete), specialized equipment, a production workstation equipment, a storage device(s) and a requirement.

STANDARD: In performance step sequence, to produce video products of an administrative nature that meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate equipment needed to complete mission.
2. Conduct equipment operations check.
3. Coordinate support with requestor.
4. Capture video.
5. Caption video.
6. Disseminate and/or archive video IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Operator's Manual Operator's Manual
4. Local Standing Operating Procedures (SOP)

4671-VIDS-1009: Capture video of a investigation site

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture video of an investigation scene consists of but not limited to the following: shooting video of investigative, forensic, mishap, crime scene and sensitive sites.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a video acquisition kit (SL3 complete), night vision kit (SL3 complete), dissemination/transmission capability, a production workstation equipment, and a requirement.

STANDARD: In performance step sequence, to produce video products that focuses on the identifying details of a site and meet the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select required equipment.
2. Conduct equipment operations check.
3. Coordinate with investigative representative/ on scene commander for

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- access to site and video requirements.
4. Classify video in accordance with guidance from investigating official.
 5. Video establishing shot of site at multiple angles.
 6. Video site in panoramic covering 360 degrees
 7. Video detailed evidence established by investigating official with ruler or other object in site to determine scale.
 8. Video any other items or areas requested by investigator(s).
 9. Establish chain of custody as required.
 10. Arrange for transfer of video to requestor and archive IAW local SOP.

REFERENCES:

1. DOD Style Guide
2. DODD 5040.5 Alteration of Official DoD Imagery
3. DODD 5230.9 Clearance of DoD Information for Public Release
4. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
5. MCWP 3-33.7 Combat Camera in the MAGTF
6. Operator's Manual Operator's Manual
7. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Sensitive site examples are enemy weapon caches, mass graves, torture chambers, POW sites, WMD sites, Improvisational Explosive Device (IED) sites, enemy use of protected sites (hospitals, religious buildings, schools etc.) Examples of forensic photography include autopsy, aircraft mishap, vehicle mishap, suicide, material deficiency reports, crime scene etc... Examples of scale may include any common item (pen, ID card, boot, person) that is placed near or next to item being photographed for reference of size. A ruler would be ideal.

4671-VIDS-1010: Develop video products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop video products including, but not limited to: Long form story/production (2-10 minutes), short form story/production (< 2 minutes), field production, studio production and training productions. Video products can be made available in all formats.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a production workstation, associated software, and a requirement to centralize two or more types of media.

STANDARD: In performance step sequence, to create a multimedia product containing two or more types of media that supports the requirement, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Determine most effective medium to suit requestors' requirements.
2. Concept requested product and seek approval from requestor.
3. Compile media necessary to complete product.
4. Assemble product.
5. Conduct operation check and QC final product.
6. Ensure product meets requestors requirements.
7. Ensure product is archived and accounted for.

REFERENCES:

1. 0-321-01108-2 Photography
2. MCO 3104.1 VI and COMCAM Support Manual
3. MCWP 3-33.7 Combat Camera in the MAGTF
4. Operator's Manual Operator's Manual
5. Associated Press Stylebook
6. Local Standing Operating Procedures (SOP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Multimedia products can include, but are not limited to: Command information products in support of information operations PowerPoint for briefs and/or presentations Computer Based Training DVD VCD MPG Windows Media/Real Video Webpage.

4671-VIDS-1011: Operate production equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will operate production equipment including but not limited to the following: Tactical Imagery Production System, TIPS, Visual Information Editing System, VIES, printers, electronic media reproduction devices (CD/DVD Burners, and scanners.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given production equipment, production workstation, and associated software.

STANDARD: In performance step sequence, to produce COMCAM products, within a deadline established by the OIC/SNCOIC, and in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate equipment needed to accomplish task

2. Conduct operations check on production equipment.
3. Operate equipment.
4. Conduct post operating procedures on production equipment.
5. Perform preventive maintenance as required.

REFERENCES :

1. 0-321-01108-2 Photography
 2. Current Standard Operating Procedures (SOP) from Higher Headquarters
 3. DOD Style Guide
 4. MCO 3104.1 VI and COMCAM Support Manual
 5. MCWP 3-33.7 Combat Camera in the MAGTF
 6. Operator's Manual Operator's Manual
 7. Associated Press Stylebook
 8. Local Standing Operating Procedures (SOP)
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4671-VIDS-1012: Maintain video portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will maintain a video portfolio consisting of no less than the following: administrative documentary, (change of command/post and relief/retirement), operational/combat documentary (training exercise and combat operations), and investigative/forensic video documentary (aircraft mishap, crime scene and sensitive sight exploitation). Each documentary should be no less than ten minutes in length and must be shot and edited by the videographer. Raw footage will be included.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given captured video and production equipment.

STANDARD: In performance step sequence, ensuring videos are readily available for use, in accordance with the references.

PERFORMANCE STEPS:

1. Retrieve video to manipulate.
2. Edit video.
3. Save video to storage device.
4. Review and update portfolio accordingly.

REFERENCES :

1. 0-321-01108-2 Photography
2. DOD Style Guide
3. DODD 5040.5 Alteration of Official DoD Imagery
4. DODD 5230.9 Clearance of DoD Information for Public Release
5. MCWP 3-33.7 Combat Camera in the MAGTF

6. Associated Press Stylebook
 7. Local Standing Operating Procedures (SOP)
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8004. COMBAT CAMERA 2000-LEVEL EVENTS

4671-VIDS-2001: Maintain video equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure that accountability and functional inspections are being conducted on a regular basis in order to ensure equipment is combat ready.

MOS PERFORMING: 4671

BILLETS: Combat Videographer, Video Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given video equipment, trouble shooting log and maintenance tools.

STANDARD: In performance step sequence, ensuring all systems are functioning, in accordance with the references.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Maintain troubleshooting log of corrective measures.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
 2. Operator's Manual Operator's Manual
 3. Local Standing Operating Procedures (SOP)
-

COMCAM T&R MANUAL

CHAPTER 9

MOS 4691 INDIVIDUAL EVENTS

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COMCAM T&R MANUAL

CHAPTER 9

MOS 4691 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to MOS 4691, Combat Camera Chief. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent the occupational field or military occupational field (CCAM, 4602, or 4671). This chapter contains 4691 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

9002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL INDIVIDUAL EVENTS

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9003. COMBAT CAMERA 2000-LEVEL EVENTS

4691-MNGT-2001: Develop COMCAM unit training plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop a Combat Camera unit training plan that will include but is not limited to the following: Required annual (rifle, pistol, security, NBC, battle skills and swim qualification), semi-annual (PFT) training, Combat conditioning and physical fitness training, Martial Arts, driver training (military and civilian), unit specific training (flight, airborne, and dive)

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given the operational plan and training requirements.

STANDARD: In performance step sequence, to ensure all COMCAM Marines adhere to Marine specific, MOS specific and unit specific training, in accordance with the references.

PERFORMANCE STEPS:

1. Assess current unit training status.
2. Identify unit specific training requirements.
3. Publish the unit training plan.
4. Brief unit training plan to unit.
5. Review unit training plan monthly.

REFERENCES:

1. DOD Style Guide
2. DODD 5040.5 Alteration of Official DoD Imagery
3. DODD 5230.9 Clearance of DoD Information for Public Release
4. DODD 5400.7 Freedom of Information Act (FOIA) Program
5. DODI 5040.6 Life-cycle Management of DOD Visual Information (VI)
6. DODI 5040.7 Visual Information (VI) Production Procedures
7. MCO 1553.3A Marine Corps Unit Training Management
8. MCRP 3-0B How to Conduct Training
9. Operator's Manual Operator's Manual
10. Associated Press Stylebook
11. Local Standing Operating Procedures (SOP)

4691-MNGT-2002: Conduct unit administration

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct unit administration including, but not limited to the following: Performance evaluations (FITREPS and PRO/CONs), counseling, annual and semi-annual training, PME, School call-ups, pay and leave, security clearances, awards, personal readiness (medical, dental, financial and legal), Manpower and orders, command admin (morning reports, command chronology and duty non-availability), DoD Imagery Award submissions, Inspections (T/E gear, combat gear, and uniforms).

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given command directives and orders and upon appointment to COMCAM Chief.

STANDARD: In performance step sequence, ensuring all unit administrative issues are dealt with in a timely manner and in accordance with the references.

PERFORMANCE STEPS:

1. Assess current unit administration.
2. Conduct initial counseling's.
3. Establish events and timelines.
4. Submit administrative items as required.
5. Monitor events and timelines.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
2. Operator's Manual Operator's Manual
3. Local Standing Operating Procedures (SOP)
4. Unit Training Plan

4691-MNGT-2003: Develop COMCAM Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will establish policy, standard operating procedures and desktop procedures that are compliant with appropriate MCO's, command directives, public laws, and follows the commander's intent.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given command directives and orders.

STANDARD: In performance step sequence, within 90 days of assignment, and in accordance with the references.

PERFORMANCE STEPS:

1. Review current SOP.
2. Review local directives and policies.
3. Coordinate and solicit input from COMCAM staff.
4. Draft SOP.
5. Publish SOP and review with staff.
6. Review and update as required.

REFERENCES:

1. MCO 3104.1 VI and COMCAM Support Manual
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. Local Standing Operating Procedures (SOP)
-

4691-MNGT-2004: Develop COMCAM Operations Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop the COMCAM Operations Order (Appendix 9, Annex C) which is a directive issued by the COMCAM Officer to subordinate COMCAM elements for the purpose of affecting the coordinated execution of COMCAM operations.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given an Operations plan, commander's intent, Information Operations plan and combat camera assets.

STANDARD: In performance step sequence, in a timeline established by the commander to reflect HHQ intent and in accordance with the Information Operations plan.

PERFORMANCE STEPS:

1. Summarize the overall operational situation as it relates to COMCAM.
2. State the COMCAM mission in a clear, concise statement that answers the questions who, what, where, and why.
3. Summarize how the commander visualizes the execution of COMCAM from its beginning to its termination.
4. State how the COMCAM operation will support the commands operational mission.
5. Identify the major tasks for each COMCAM element.
6. Address any mutual support issues relating to the elements of COMCAM.
7. Address any COMCAM administrative or logistic requirements.
8. List any COMCAM command and control instructions.

9. State the command structure for COMCAM operations.
10. Identify any special COMCAM communications or reporting requirements.

REFERENCES:

1. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
 2. MCDP 5 Planning
 3. MCO P3000.18 Marine Corps Planner's Manual
 4. MCWP 3-33.7 Combat Camera in the MAGTF
-

4691-MNGT-2005: Develop COMCAM communications plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will assist the COMCAM Officer in the development of the COMCAM Communication plan and will supervise the execution phase of the plan. When no COMCAM officer is available, the COMCAM Chief will develop the communication plan. The COMCAM Communication plan includes but is not limited to the following: Defense Messaging System (DMS) message traffic, e-mail, NIPR, SIPR, VOIP, Secure FTP and IMMARSAT (BGAN).

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given the operational plan and communication equipment.

STANDARD: In performance step sequence, to ensure the flow of communications with internal and external agencies, in accordance with the references.

PERFORMANCE STEPS:

1. Assess current capabilities.
2. Make liaison with G/S-6 Chief and appropriate sections.
3. Implement changes.
4. Supervise.

REFERENCES:

1. DMS System Administration Manual
 2. Operator's Manual Operator's Manual
 3. Local Standing Operating Procedures (SOP)
-

4691-MNGT-2006: Develop COMCAM Operational Risk Management plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will implement (if not already implemented), manage, and maintain unit safety and hazardous material plan.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given higher headquarters ORM, safety, and hazardous material plan.

STANDARD: In performance step sequence, to ensure all ORM factors are evaluated prior to engaging in and operation or training, in accordance with the references.

PERFORMANCE STEPS:

1. Identify Combat Camera Unit hazardous materials.
2. Implement safety and hazmat procedures and training.
3. Supervise safety and hazmat procedures and training.

REFERENCES:

1. DOD 6050.5 Hazardous Material Information System User's Guide
 2. MCO 3104.1 VI and COMCAM Support Manual
 3. MCO P4400.150E Consumer Level Supply
 4. MCO P5090.2A Environmental Compliance and Protection Manual
 5. MCO P5600.31G Marine Corps Publications and Printing Regulations
 6. MCWP 3-33.7 Combat Camera in the MAGTF
 7. Operator's Manual Operator's Manual
 8. Local Standing Operating Procedures (SOP)
-

4691-MNGT-2007: Write lessons learned

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will write Marine Corps and Joint Lessons Learned and after action reports.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given the completion of combat camera operations.

STANDARD: In performance step sequence, to record successes and failures, encountered during combat camera operations, within two weeks of completing operation, in accordance with the references.

PERFORMANCE STEPS:

1. Review combat camera operations
2. Compile information for After Action and Lessons Learned report
3. Edit and revise collected data.
4. Enter data into written after action report upon completion of mission.
5. Enter lessons learned data into MCLL data base (website) via chain of command.

REFERENCES:

1. MCO 3104.1 VI and COMCAM Support Manual
 2. MCRP 3-33.7 ComCam Joint Doctrine
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. SECNAVINST 5216.5 Naval Correspondence Manual
 5. Local Standing Operating Procedures (SOP)
-

4691-MNGT-2008: Supervise the employment of COMCAM T/E systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will supervise the employment of T/E systems, including, but not limited to the following: Hand Held Acquisition System (still and video), Visual Information Editing System (VIES), and Tactical Imagery Production Systems (TIPS).

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a mission, COMCAM T/E systems, and necessary equipment.

STANDARD: In performance step sequence, to support operational requirements, in a timeline established by the OIC and in accordance with the references.

PERFORMANCE STEPS:

1. Designate area for setup and employment.
2. Coordinate required support with appropriate units (Communications, Engineers, Force Protection and etc...)
3. Setup TIPS.
4. Supervise Operation and maintenance of TIPS.

REFERENCES:

1. MCWP 3-33.7 Combat Camera in the MAGTF
2. Operator's Manual Operator's Manual
3. Local Standing Operating Procedures (SOP)

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: 1341 Generator Mechanic, 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, 0656 Tactical Network Specialist

4691-PLAN-2011: Develop COMCAM Logistic Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will identify, plan, coordinate and manage adequate state of materiel readiness and logistical support.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a mission, the combat camera support plan and assets.

STANDARD: In performance step sequence, within a timeline established by HHQ, and in accordance with the references.

PERFORMANCE STEPS:

1. Identify COMCAM assets required to support mission requirements.
2. Coordinate with command logistics and embarkation representatives (S/G-4) and update and manage TPFDD on Combat Camera assets.
3. Coordinate packing of COMCAM assets with S/G-4.
4. Coordinate with external contract support for COTS and GOTS equipment.
5. Establish sustainment/replenishment procedures.
6. Establish re-deployment procedures.
7. Create plan
8. Coordinate marking and inspection of containers with S/G-4.
9. Coordinate on-load of containers with S/G-4.
10. Coordinate off-load and receipt of containers with S/G-4 at destination.
11. Plan for redeployment.

REFERENCES:

1. Higher Headquarters OpOrd
 2. Local Standing Operating Procedures (SOP)
-

4691-PLAN-2012: Provide COMCAM Injects to Planning Teams and Working Groups

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will provide concept of operations for combat camera assets in operational plan (OPLAN) and develop appropriate appendix to operation order.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given an Operations Plan, and commanders intent.

STANDARD: In performance step sequence, to provide recommendations to the commander and staff, for duration of time established by the commander, and in accordance with the references.

PERFORMANCE STEPS:

1. Review Op plan.
2. Attend OPT and working groups.
3. Review capabilities and assets.

REFERENCES:

1. DOD 5040.2 Joint Combat Camera Operations
 2. DODD 5040.2 Visual Information (VI)
 3. DODD 5040.3 DoD Joint Visual Information Services
 4. DODD 5040.4 Joint Combat Camera (COMCAM) Program
 5. MCO 3104.1 VI and COMCAM Support Manual
 6. MCO 3430.8 Policy for Information Operations
 7. MCO P5600.31G Marine Corps Publications and Printing Regulations
 8. MCWP 3-33.7 Combat Camera in the MAGTF
-

4691-PLAN-2013: Develop COMCAM Concept of Support Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop COMCAM Concept of Support Plan, within an established time-line directed by higher, create a plan that includes the employment and task organization of Combat Camera assets supporting the operational plan and commander's intent.

MOS PERFORMING: 4691

BILLETS: Combat Camera Chief, Combat Camera SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given an operational plan and commander's intent.

STANDARD: In performance step sequence, in a timeline established by the commander, to support operational requirements, in accordance with the references and commanders intent.

PERFORMANCE STEPS:

1. Determine assets required.
2. Establish imagery and product management plan.
3. Coordinate with supported units.
4. Task organizes COMCAM assets.
5. Prepare brief.

REFERENCES:

1. DOD 5040.2 Joint Combat Camera Operations
2. DODD 5040.2 Visual Information (VI)
3. DODD 5040.3 DoD Joint Visual Information Services
4. DODD 5040.4 Joint Combat Camera (COMCAM) Program
5. JCS PUB 1-02 DoD Dictionary of Military and Associated Terms
6. MCDP 5 Planning
7. MCO 3430.8 Policy for Information Operations
8. MCRP 3-33.7 ComCam Joint Doctrine
9. MCWP 3-33.7 Combat Camera in the MAGTF
10. Local Standing Operating Procedures (SOP)

COMCAM T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

CMR	Consolidated Memorandum Report
COMCAM	Combat Camera
COMSEC	Communications Security
CONOPS	Contingency Operations
COTS	Commercial Off The Shelf
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DRRS	Defense Readiness Reporting System
FM	Field Manual (army)
GOTS	Government Off the Shelf
JCS	Joint Chiefs of Staff
JP	Joint Publication
MAGTF	Marine Air-Ground Task Force
MCLL	Marine Corps Lessons Learned
MCPP	Marine Corps Planning Process
MCTL	Marine Corps Task List
MCWP	Marine Corps Warfighting Publication
MEF	Marine Expeditionary Force
METL	Mission Essential Task List
MEU	Marine Expeditionary Unit
NGO	Non-Governmental Organization
OPLAN	Operation Plan
OPORD	Operation Order
OPSEC	Operations Security
OPT	Operational Planning Team
PM	Preventative Maintenance
TIPS	Tactical Imagery Production System
TPFDD	Time-phased Force and Deployment Data
UNS	Universal Need Statement
UTM	Unit Training Management
VIRIN	Visual Information Record Identification Number

COMCAM T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, *DOD Dictionary of Military and Associated Terms*.

A

After Action Review (AAR). A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Civil Affairs. Designated Active and Reserve component forces and units organized, trained, and equipped specifically to conduct civil affairs activities and to support civil-military operations. See also civil affairs activities; civil-military operations. Also called CA. (JP 1-02)

Civil-Military Operations. The activities of a commander that establish, maintain, influence, or exploit relations between military forces, governmental and nongovernmental civilian organizations and authorities, and the civilian populace in a friendly, neutral, or hostile operational area in order to facilitate military operations, to consolidate and achieve operational US objectives. Civil Military Operations may include performance by military forces of activities and functions normally the responsibility of

the local, regional, or national government. These activities may occur prior to, during, or subsequent to other military actions. They may also occur, if directed, in the absence of other military operations. Civil-military operations may be performed by designated civil affairs, by other military forces, or by a combination of civil affairs and other forces. Also called CMO. (JP 1-02)

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Component Events. Component events are the major tasks involved in accomplishing a collective event. Listing these tasks guide Marines toward the accomplishment of the event and help evaluators determine if the task has been done to standard. These events may be lower-level collective or individual events that must be accomplished.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where, and why the event or task will occur and what materials, personnel, equipment, environmental

provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc...).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

Core Skills. Core skills are those essential basic skills that "make" a Marine and qualify that Marine for an MOS. They are the 1000-level skills introduced in entry-level training at formal schools and refined in operational units.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-coded" events.

Delinquent Event. An event becomes delinquent when a Marine or unit exceeds the sustainment interval for that particular event. The individual or unit

must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Entry-level Training. Pipeline training that equips students for service with the Marine Operating Forces.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: (1) designate unit(s) to be evaluated, (2) may designate an exercise director, (3) prescribe exercise objectives and T&R events to be evaluated, (4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: (1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. (2) Designate the TEC and TECG to operate as the central control agency for the exercise. (3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. (4) Develop the general exercise scenario taking into account any objectives/ events prescribed by the EC. (5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

Individual Training. Training that applies to individual Marines. Examples include rifle qualifications and HMMWV driver licensing.

Individual Training Standards (ITS). Specifies training tasks and standards for each MOS or specialty within the Marine Corps. In most cases, once an MOS or community develops a T&R, the ITS order will be cancelled. However, most communities will probably fold a large portion of their ITS into their new T&R manual.

Information Assurance. Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and nonrepudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. Also called IA. (JP 1-02)

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R manual; all events in the T&R manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R manual, is developed using Marine Corps doctrine, Operational Plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop

their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

Public Affairs. The use of command information, community relations activities and public information directed to various national and international publics, in support of combatant commander public information needs at all operational levels. Also called PA.

R

Readiness. (DoD) Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section Skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator

training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this directive and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: (1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; (2) conducting detailed evaluator training prior to the exercise; (3) coordinating and controlling role players and aggressors; (4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; (5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units, and units task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

REFERENCES

Chairman of the Joint Chiefs of Staff Manual (CJCSM)

3122.01 Joint Operational Planning And Execution System
3122.03 Joint Operation Planning and Execution System, Volume II (Planning
Formats and Guidance)

Department of the Army Pamphlet (DA PAM)

25-91 Visual Information Procedures

Department of Defense (DOD)

5040.2 Joint Combat Camera Operations
6050.5 Hazardous Material Information System User's Guide

Department of Defense Directive (DODD)

5040.2 Visual Information (VI)
5040.3 DoD Joint Visual Information Services
5040.4 Joint Combat Camera (COMCAM) Program
5040.5 Alteration of Official DoD Imagery
5230.9 Clearance of DoD Information for Public Release
5400.7 Freedom of Information Act (FOIA) Program
5160.48 DoD Public Affairs and Visual Information (PA&VI) Education and
Training (E&T)

Department of Defense Instruction (DODI)

1322.20 Development and Management of Interactive Courseware (ICW) for
Military Training
5040.6 Life-cycle Management of DOD Visual Information (VI)
5040.7 Visual Information (VI) Production Procedures

Fleet Marine Force Manual (FMFM)

3-53 Psychological Operations

Joint Chiefs of Staff Publication (JCS PUB)

1-02 DoD Dictionary of Military and Associated Terms

Joint Interoperability Engineering Organization Report (JIEO Report)

8307 DOD Guide to Selecting Computer-Based Multimedia Standards,
Technologies, Products and Practices

Marine Administrative (MARADMIN)

469/05 Use of International Maritime Satellite (INMARSAT)

Marine Corps Doctrinal Publications (MCDPs)

5 Planning

Marine Corps Order (MCO)

1553.3 Marine Corps Unit Training Management

3093.1 Intraoperability and Interoperability of Marine Corps Tactical C4I Systems
3104.1 VI and COMCAM Support Manual
3430.8 Policy for Information Operations
3440.7 Marine Corps Support to Civil Authorities
4700-15/1 Equipment Record Procedures
4790.7 MIMMS AIS Headquarters Users Manual
4860.3 Commercial Activities (CA) Program
5230.18 Clearance of Department of Defense Information for Public Release
5500.13 Physical Security
5510.17 Policy for Handling and Safeguarding North Atlantic Treaty Organization (NATO) Material
5510.9 Security of Information for Public Release
5720.71 Joint Public Affairs Operations
5720.76 Standardization of Publicly Accessible Web Pages
P1610.7 Performance Evaluation System (PES)
P4400.150 Consumer Level Supply
P4400.82 MIMMS Controlled Item Management Manual
P4790.2 MIMMS Field Procedures Manual
P4790.3 MIMMS Depot Policy Manual
P5090.2 Environmental Compliance and Protection Manual
P5090.2 Marine Corps Hazardous Waste Program
P5600.31 Marine Corps Publications and Printing Regulations
P7100.8 Field Budget Guidance Manual

Marine Corps Reference Publication (MCRP)

3-0B (FMFM 0-1A) How to Conduct Training
3-33.7 COMCAM Joint Doctrine

Marine Corps Warfighting Publications (MCWPs)

3-33.7 Combat Camera in the MAGTF
5-1 Marine Corps Planning Process

Navy Marine Corps (NAVMC)

10245 Equipment Repair Order (ERO)

Navy Marine Corps Directive (NAVMC DIR)

3500.54 Combat Camera T&R

Office of the Chief of Naval Operations Instruction (OPNAVINST)

3104.1 Naval Visual Information and Combat Camera Program Policy and Responsibilities
3104.3 Naval Combat Camera (COMCAM) Program, Policy, Responsibilities
3501.320 Required Operational Capabilities (ROC)/Projected Operational Environment (POE) for Fleet Imaging Commands (FLTIMAGCOM)
5510.1 Department of the Navy Information and Personnel Security Program Regulation

Secretary of Navy Instructions (SECNAVINST)

3104.1 Department of the Navy Visual Information and Combat Camera Program
5216.5 Naval Correspondence Manual
5510.30 Dept of Navy Personnel Security Program
5510.36 Dept of the Navy Information and Personnel Security Program Regulations

Miscellaneous

Associated Press Stylebook
DMS System Administration Manual
DOD Style Guide
Editing with Avid Xpress Pro and Avid Xpress DV
How to shoot a Movie & Video Story
Local Standing Operating Procedure (SOP)
Photography
Operator's Manual
SL-3 Major Components of End Items
System Schematics
Television Production Handbook
The Five C's of Cinematography
US Copyright Law Title 17
Video Field Production and Editing